

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



HUMAN RESOURCES OFFICE
Washington National Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number

10-015-ANG

Opening Date

4 February 2010

Position Title, Series & Grade

Accounting Technician
 GS-0525-07

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
 (3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

PD Number:

80479000

18 February 2010

Location of Position:

141 ARW/FM
 Fairchild AFB, WA

Baseline physical

**An employment physical may be required within 90 days of
 employment per OSHA regulation and NGB* *this physical will
 be used to determine fitness and eligibility for continued
 employment.**

Salary Range:

\$38,790 PA to \$50,431 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All
 permanent Washington Air National Guard
 Excepted and Competitive bargaining unit civil
 service employees, and members with excepted
 technician re-employment rights to the
 Washington Air National Guard.

☐ **Area 2 – In-service Competitive:** All
 presently employed permanent competitive
 technicians, and members with competitive
 technician re-employment rights to the
 Washington Air National Guard.

☒ **Area 3 – In-state Excepted:** All
 participating members of the Washington Air
 and/or Army National Guard, including in-service
 technicians that are not covered by the bargaining
 unit, and indefinite employees.

☒ **Area 4 – Nationwide Excepted:**
 Anyone eligible for immediate enlistment and/or
 commissioning in the Washington Air and/or Army
 National Guard.

CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**

☐ Non-Bargaining Unit

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent** ☐ Indefinite* ☐ Temporary*

Military Assignment & Grade Requirements

AFSC: 6F0X1

Applicants need not be assigned to the position or
 possess the AFSC to apply or be considered for
 selection. Selected applicant must be assigned to
 a compatible Military position and attain AFSC
 within 1 year of appointment action.

Military Grade Available:

TSgt and below

Please note: Grade Inversion will not be permitted TPR
 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

Minimum Requirements for Consideration

General Experience: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

Specialized Experience: Must have **12** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to acquire a **Secret** security clearance.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Ability to meet deadlines and work under pressure.

Element II – Ability to identify discrepancies, determine source errors, and take corrective action.

Element III – Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.

Element IV – Ability to interpret written instructions.

Element V – Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

Element VI – Ability to plan, organize and coordinate work.

SUMMARY OF DUTIES

This position is located in the Air National Guard (ANG) Flying Wing, Financial Management. Its purpose is to perform the full range of responsibilities associated with recording commitments, obligations, reimbursements, refunds, and disbursements for commercial services, accounts control, and travel in various computerized accounting systems. The incumbent possesses a broad knowledge of accounting methods, procedures, and techniques to provide accounting service to the Financial Manager, Commanders, Resource Advisors, higher headquarters, the Defense Finance and Accounting Service, and local, state, and Federal agencies. The incumbent works as an expert on complex issues resolving conflicts with limited guidance from supervisor. Accomplishes accounting functions in support of state and Federal Air National Guard operations, training, and readiness missions. Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists for the accounting function. Establishes accounting addresses and enters annual and quarterly fund targets into the General Accounting and Finance System (GAFS). Reconciles, researches, and clears rejects as a result of materiel, fuels, civilian pay, and purchase card interfaces. Verifies, evaluates, and certifies the accuracy, propriety and availability of funds. Prepares, submits, establishes, and monitors reimbursements to insure closure to related actions in accordance with applicable guidance. Provides cost estimates related to individual TDY's, unit exercises, deployments, and PCS moves (military and civilian). Verifies, codes, and posts By-Others Cycles Merged Accountability Fund Reporting (MAFR) transactions in coordination with the Defense Finance and Accounting Service schedules. Performs customer service answering a variety of complex inquiries from commanders, commercial vendors, and travelers. Monitors Individual Merchant Purchasing Account Card (IMPAC) payments for Wing and GSUs. Provides interpretation of travel guidance to unit commanders, RAs, orderly room personnel, and other customers. Briefs travel entitlements for deployments, schools, long tours, and newcomer orientations. Processes travel advances and accrual payments for extended TDYs and deployments. Reviews and distributes outstanding travel order reports to units on a monthly basis. Accomplishes MAFR for travel utilizing multiple systems and reconciles rejects with DFAS. Performs random audits on travel claims as mandated by higher headquarters and manually records audited vouchers in the automated system. Maintains recurring end of month products such as the Operating Budget Ledger (OBL), the Allotment Ledger (AL), the Address Directory, the Database Transfer (DBT), Selective Transaction History and Outstanding Travel Orders Report. Performs other duties as assigned.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835